



UNITED STATES MARINE CORPS

25TH MARINE REGIMENT
4TH MARINE DIVISION
MARINE FORCES RESERVE
4 LEXINGTON STREET, BOX 140
DEVENS, MASSACHUSETTS 01434-4476

IN REPLY REFER TO:

4790

MMO

18 Jan 07

MAINTENANCE MANAGEMENT POLICY LETTER 1-07

From: Commanding Officer, 25th Marine Regiment
To: Commanding Officer, 1st Battalion, 25th Marines
Commanding Officer, 2nd Battalion, 25th Marines
Commanding Officer, 3rd Battalion, 25th Marines
Commanding Officer, Headquarters Company, 25th Marines

Subj: COMMANDER'S MAINTENANCE POLICY STATEMENT

Ref: (a) MCO P4790.2C
(b) ForO P4790.3A
(c) MARADMIN 110/00 Common Sense Approach to Maintenance

1. PURPOSE. To publish guidance for maintenance directives, authorized echelons of maintenance, and Maintenance Management Policy Notices (MMPN).

2. CANCELLATION. None.

3. BACKGROUND

a. Reference (a) requires that Commanders publish Maintenance Management Standard Operating Procedures (MMSOPs) when the unit is authorized to perform second echelon or higher maintenance for more than one commodity area. The reference also states that Commanders will publish MMSOPs except when maintenance procedures are adequately covered in the Major Subordinate Command (MSC) MMSOP. In such cases, the MSC MMSOP may be used in lieu of the unit MMSOP.

b. Reference (b) is the current Standard Operating Procedure (SOP) for Maintenance Management in MARFORRES. It is applicable to all units within MARFORRES and provides guidance in the functional areas of maintenance management. The requirement to restate these guidelines at the Regimental level are unnecessary and a time-consuming administrative burden.

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4. ACTION

a. In the spirit of reducing this burden, the Regiment will not publish a MMSOP and all 25th Marines Regiment's sites will follow the guidelines set forth in reference (b), applicable MARFORRES and 4th Marine Division maintenance management policies, and Regiment's MMPNs. The Regiment's MMPNs listed below will be published. Each unit within the Regiment will publish amplifying guidance in the form of policy notices when special operational maintenance requirements or geographic constraints require detailed procedures.

b. The Regiment's MMPNs are:

<u>POLICY NUMBER</u>	<u>SUBJECT</u>
MMPN 1-07	COMMANDER'S MAINTENANCE POLICY STATEMENT
MMPN 2-07	RECONCILIATION/VALIDATION PROCEDURES AND SCHEDULE
MMPN 3-07	SIGNATURE AUTHORITY FOR NAVMC 10245 EQUIPMENT REPAIR ORDER (ERO) AND NAVMC 10925 EQUIPMENT REPAIR ORDER SHOPPING LIST
MMPN 4-07	INDIVIDUAL TRAINING STANDARDS/MOS TRAINING PROGRAM
MMPN 5-07	INTERNAL MAINTENANCE MANAGEMENT INSPECTION PROGRAM
MMPN 6-07	PROCEDURES ON NAVMC 10925 EQUIPMENT REPAIR ORDER SHOPPING LIST (EROSL)

c. Authorized echelons of maintenance are listed below. Units within the Regiment that possess MOS qualified personnel are authorized to perform second echelon in the commodity of the MOS (e.g. 3521= motor transport, 1341= engineer heavy equipment, 2111= small arms). Units that do not possess MOS qualified personnel must request second echelon support to the Regimental Maintenance Management Chief or request Increased Echelon of Maintenance per reference (c).

<u>COMMODITY</u>	<u>ECHELON</u>	<u>RESPONSIBILITY</u>
Motor T	1st	Equipment Owner/Operator
Motor T	2nd	Equipment Owner with MOS qualified personnel
Engineers	1st	Equipment Owner/Operator
Engineers	2nd	Equipment Owner with MOS qualified personnel
Comm	1st	Equipment Owner/Operator
Comm	2nd	Equipment Owner with MOS qualified personnel

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Ordnance	1 st	Equipment Owner/Operator
Ordnance	2nd	Equipment Owner with MOS qualified personnel
Supply	1 st	Equipment Owner/Operator
Supply	2nd	Supply Officer/Chief
NBCD	1st	Equipment Owner/Operator
NBCD	2nd	NBC Officer/Chief
Food Svc	1st	Equipment Owner/Operator
Food Svc	2nd	Food Service Officer/Chief
Medical	1st	Equipment Owner/Operator
Medical	2nd	Medical Officer/Chief

d. The Regimental MMC is responsible for making changes to Regiment's MMPNs and will ensure that the references and the Regiment's MMPNs are made available for maintenance and supply personnel requiring their use.

5. The points of contact are the I&I Logistics Officer/S4A at (978) 796-3750 or the Maintenance Management Chief at (978) 796-3739.


M. F. BELCHER